



Creating a Style Guide

Prior to beginning your Pacific migration, it is important to provide your web team with a style guide. Establishing standards will create a neat, professional, cohesive look throughout your Minisites.

Make sure each member of your migration team has a printed copy of your style guide during the war room migration. Remember to provide copies to any new web team members going forward.

This list is not all inclusive and is intended to provide ideas for creating a style guide. You will likely need to provide your team more guidelines than are listed below.

Some Standards to Consider:

- ☐ Font and size (we recommend using the default Pacific settings)
- ☐ Which headings and subheadings to use within pages (H2, H3, H4, etc.)
- ☐ Whether links open in the same or new tabs (include internal/external and file links)
- ☐ Page and document naming conventions
- ☐ Phone numbers and addresses (e.g., parenthesis or dashes around area codes, abbreviations for street suffixes, etc.)
- ☐ Whether the left navigation menu should be enabled
- ☐ Table properties (e.g., cell padding, heading row colors, etc.)
- ☐ Whether serial commas should be used
- ☐ Remind your users to use only one space between sentences

Please consider the needs of your entity when creating your style guide. Evaluate your existing site to get a better idea of potential areas of confusion for your team. Also [visit other entities' Pacific sites](#) to see which stylistic choices will work best for your own Minisite(s).

Please speak with your CIPM or a [Pacific Surfer](#) for specific questions about Pacific.

Stay Connected!

For more tips on preparing for your migration and information about Pacific, please visit <https://www.colorado.gov/goingpacific> or follow us on Twitter [@Coloradosipa](#) or Facebook [/Coloradosipa](#).

